

Bristol Township



Application For Permit Installation/Replacement of Driveway Culvert, Landscape Tile, or Basin In Township Right-Of-Way

Date of Application _____

Type of Project: Installation of Driveway Culvert _____
 Landscape Tile _____
 Ditch _____
 Basin _____

Applicants Name: _____

Mailing Address: _____

Construction Address: _____

Phone# 1) _____ 2) _____

Contactor/Excavator: _____

Phone# 1) _____ 2) _____

Proof Of Contractor Insurance: Yes No

Upon payment of \$25.00 application fee a date and time will be agreed upon for an inspection of the construction site by the Township Road Supervisor to determine the scope of the project. A determination of the diameter and length of the culvert pipe/landscape pipe, location of basins, and/or fall of ditch shall be determined at this preconstruction meeting. Information shall be documented and used as parameters for the construction project and for the issuance of the final permit. If the Bristol Township Trustees deny the permit application the \$25.00 fee shall be returned.

Culvert Permit Application

- 1) Any person installing a new driveway culvert, replacing an existing culvert, or installing landscape tile into a road ditch on a roadway maintained by Bristol Township must complete this application.
- 2) All projects shall include a site visit by the Township Road Supervisor to determine the scope of the project. This preconstruction meeting shall be documented and signed by the Road Supervisor and the applicant.
- 3) Installation of culvert pipe must be of a length and diameter to allow proper water flow. Normal driveway culvert size is 15" in diameter and 30 feet in length. However, upon visual inspection by the Township Road supervisor, a larger diameter or longer length pipe may be required. In some instances of minimal water flow, a smaller diameter pipe may be required.
- 4) All pipes must be installed so that bell end of pipe is upstream
- 5) Catch basins or cleanouts will be required every 150 feet or where deemed necessary during visual inspection of project by Township Road Supervisor.
- 6) All bell joints and "Tie-In" joints must be properly sealed
- 7) All driveway culverts must be bedded with a minimum of 12" of slag under the pipe and sides of the culvert. Landscape tile must be bedded with slag also.
- 8) During construction every precaution shall be taken by the contractor to ensure the safety of public travelers. Proper traffic control shall comply with the Ohio Uniform Traffic Code. The current edition of the OUTC is available at the ODOT web site.
- 9) All contractors/Excavators shall be properly insured and bonded and shall provide proof of insurance to the Township Fiscal Officer at the time of application.
- 10) Failure to comply with the permit requirements is a violation of ORC 5571.16. ORC 5571.99 states that whoever violates section 5571.16 of the ORC shall be fined not more than \$200.00 or imprisoned not more than 30 days, or both.

Preconstruction Meeting

Application For Installation/Replacement of:
Driveway Culvert, Landscape Tile, or Basin

Date _____ Construction Date: _____

Location Address: _____

Layout Sketch:

Notes: _____

Pipe Diameter Required: _____

Pipe Length Required: _____

Basins Required: _____

Fall Required: _____

Township Supervisor _____

Signature

Applicants Name _____

Bristol Township Policy Driveway Culvert, Landscape Tile, or Basin Installation/Replacement

Purpose

The purpose of this policy is to:

1. Conform to ORC 5571.16
2. To establish an application process
3. To establish an inspection process
4. To establish a permit fee

Scope of Policy

This policy applies to Township Residents living on a Bristol Township road right-of-way.

Policy

As per ORC 5571.16 any person installing a new driveway culvert, replacing an existing culvert, or installing landscape culvert in a township right-of-way shall complete a permit application.

The application shall be submitted to the Township Fiscal Officer. The Fiscal Officer shall collect the permit fee, verify the contractor's proof of insurance, and set up the date and time of the site visit with the Township Road Supervisor and applicant.

The township Road Supervisor shall hold a pre-construction meeting to determine the scope of the proposed project. The preconstruction meeting shall include a layout sketch, pipe size, pipe length, location of basins, and determination of fall. A copy of the document shall be given to applicant. The original shall accompany the permit application.

The Township Road Supervisor shall inspect the site during construction to ensure requirements are met for the installation.

A fee of \$25.00 shall be paid by the applicant, at the time of application, to the Township Fiscal Officer. Checks shall be made out to Bristol Township. If the application is denied by the Township Trustees the fee shall be returned to the applicant.

The Bristol Trustees are responsible for final approval of culvert installation/replacement permits. Permit applications must be adopted pursuant to a resolution of the Bristol Board of Trustees.